

Radiogram Message Form: KARO-ECHO

ARRL/ARES HEADER: (for radio operator)

#	(E P W R)	HX*	Callsign	Check*	LOCATION	HHMM Month
Day						
Number	Precedence	Handling*	Station of Origin	Word Count*	Place of Origin	Time Filed
Date						
12	P	xx	W6LKE	15	RICHMOND CA	0020
Sep 19						

TO: NAME/POSITION

Luisa L Sharpe Captain Salvation Army

LOCATION (Address, Telephone, Email, etc. optional if relevant)

Mobile Canteen Solano Ave San Pablo CA 510 555 1212

SUBJECT:**DATE:****TIME:**

Stale Donuts

Sep 18 2300

TEXT:

OLD	HARD	DONUTS	HAZRDOUS	TO
-----	-----	-----	-----	-----
----- 5				
TEETH	X	PLEASE	DELIVER	BEARCLAWS
-----	-----	-----	-----	-----
----- 10				
BY	0630	ON	SEPTEMBER	18
-----	-----	-----	-----	-----
----- 15				
-----	-----	-----	-----	-----
----- 20				
-----	-----	-----	-----	-----
----- 25				
-----	-----	-----	-----	-----
----- 30				
-----	-----	-----	-----	-----
----- 35				
BREAK				

FROM/Signature: Name/Position:

JULIETT M MICKELOSOHN

CAPTAIN

LOCATION (Address, Telephone, Email, etc. optional if relevant)

ALAMEDA NATIONAL GUARD STAGING AREA RICHMOND

FOOTER: (For Radio Operator's Records Only)

Received From Station W6LKE _____ Time 0100 _____ Date Sep 19 _____ By Operator (callsign) ni6a _____

Sent/Delivered To Station _____ Time _____ Date _____ By Operator (callsign) _____

* Optional

Red: ICS 213 Fields

WHY ARES FORMAT?

This is a sample of an ARES message format of which the ICS 213 is a modified but inadequate form. Since we may be relaying messages between 2 or more points this format is superior in many respects. It differs from the ICS-213 only with the addition of a top header and bottom footer and the location of the FROM field

In our ARES/RACES type situations the header and footer are germane uniquely to radio operations, precedence, accuracy, the reply message, ability to trace and service the message.

Top Header:

The message # provided by the originating radio station (stays with the message all the way to the destination station allowing for easy reference and servicing for clarification or reply purposes.

Precedence allows us to prioritize messages so that E (emergency) and P (priority) messages are handled first.

The HX field is often left blank because it is advanced.

Skipping on to the callsign of the originating station that allows for easy referencing and servicing.

The word check is the number of words in the text (body) so nothing is dropped.

Location of the originating radio station which may be different from the reply location (the FROM FIELD); however, they usually are co-located unless the message is transported by courier to a distant radio location. Including a telephone # and email address may be practical after some internet or telephone service eventually becomes on-line.

Time and date filed is when the radio station received the message from the message center. Notice there may be a discrepancy between the header's time date stamp and the time/date when the message was originated by the FROM sender. Both time/dates may be crucial to the receiving (TO field) personnel.

Notice this message has 15 word groups. X (voiced XRAY) is counted as a word. Written 5 characters per line provides an easy running word check.

Notice “Name and Position” is not enough in the TO field. What Salvation Army is being referenced and where? Similarly in the FROM field, name and title is often insufficient in itself when there is no LOCATION field. Similarly when email, SMS texting, and telephone beg to be available these additional address location fields become useful.

In this footer, the relay station would make a note of what station, time and date the message was received and to what station the message was sent.